

**Laboratory Certification Standards Review Council
Meeting Minutes From 5/15/2002 Conference Call**

Attendance

Council Members: George Bowman (Vice Chair), Debbie Cawley, Randy Herwig, Paul Junio (Chair), David Kollakowsky, Marcia Kuehl (Secretary) and Ruth Klee Marx

DNR Staff: Phillip Spranger and David Webb

Others in Attendance: R.T. Krueger

Summary and Action Items

At this meeting the Certification Standards Review Council:

- Approved the minutes from the February 20, 2002 meeting;
- Discussed the recruitment of candidates to fill open Council seats;
- Were provided a quarterly update on the status of lab audits, audit reports and closures;
- Discussed upcoming training and presentations planned by Program staff and strategies for delivering and funding future training efforts; and
- Discussed potential projects for the Programs summer intern;
- Tentatively scheduled the next Council meeting for Thursday, August 15, 2002.

Agenda Items

I. Check in/Agenda Repair

- A. David Webb was asked to provide an update on the Program's summer intern. Council members, DNR staff and Guests were introduced.

II. Approval of February 20, 2002 Meeting Minutes

- A. Council members reviewed the minutes and found no corrections. Mr. Herwig made a motion to approve the draft minutes, David Kollakowsky seconded, and the minutes were approved unanimously.

III. Recruitment of Candidates for Open Council Seats

- A. It was noted that LabNotes Spring 2002 included information on the vacant Council seats and the process for making a nomination. David Kollakowsky noted that a staff person from WE Energies would be willing to serve. Mr. Webb thought it might be a good idea to give the LabNotes article a little time to generate some interest. Probably a good idea to get the WE Energies candidate nomination started.
- B. One recommendation for filling Ruth Klee Marx's position representing Water Utilities was from the Janesville Water Utility. The Wisconsin Rural Water Association and the American Water Works Association should also be consulted. Randy Herwig offered to contact WRWA to see if an article could be put in the WRWA newsletter.
- C. Mr. Kollakowsky reported that there has been no interest from the two private solid and hazardous waste disposal facilities in the state to serve on the council. R.T. Krueger asked whether this seat could be filled by a public sector person. The definition is pretty broad. Paul Junio will contact the trade association SWANA to see if he can generate any interest.
- D. It was decided that Council members will provide contact information for potential Council nominees to Paul Junio who will send a letter soliciting interest.

IV. Audit Status – Quarterly Update

- A. David Webb informed the council of the Program's audit activity for the third quarter of the current fiscal year (January 1, 2002 through March 31, 2002). Central office auditors conducted 14 audits, wrote 10 reports and closed 9 audits. Mr. Webb noted that he did not include in the totals 2 old audits that were closed. For quarters 1 through 3 the numbers were 32 audits, 30 reports and 19 closures. As of today's meeting, 42 audits have been conducted and it appears that the goal of 44 audits for the year will be met (11 audits by each of the 4 central office auditors).
- B. During the third quarter regional auditors conducted 31 audits, wrote 29 reports and closed 29 cases. For the first three quarters of the fiscal year the numbers were 80 audits, 77 reports and 104 closures. The regional program should also meet its yearly goal of 115 audits.

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- C. Council members asked if there was a reason for the delay between audit reports and closures. Mr. Webb reported that there is quite a bit of correspondence “back and forth” between DNR and the lab to resolve audit deficiencies. Closures are each very different so it’s hard to tell what the average time to close an audit is. The Council discussed whether code language was needed to require labs or DNR to provide responses by a deadline. There is language requiring labs to respond to the initial audit report within 30 days. Mr. Junio would like to see a requirement to require DNR to get the initial audit report out within 30 days, but doesn’t think deadlines make much sense after that because of all the back and forth required to resolve deficiencies.

V. Update on Presentations and Training

- A. Mr. Webb had little to report in the way of training. This fall the regional auditors are thinking about having a presence at the Wisconsin Wastewater Operators Association Annual Conference. Maybe by having a booth. George Bowman and Rick Mealy will do a pre-conference workshop on QA Plans. The two will also talk Wednesday morning at a conference session and will be around the rest of the day at a table for questions and answers with participants.
- B. West Central Region Auditor Camille Johnson attended the WWOA meeting at Sparta a couple of months back and did a presentation on “How to Prepare for and Audit”.
- C. There are no imminent plans for other presentations or training. However, Mr. Bowman has submitted a proposed budget for training next year.

VI. Update on NR 149 Revisions and Advisory Committee

- A. Council members were reminded that the next meeting of the NR 149 Revision Advisory Committee is scheduled for May 30, 2002. (The following meeting is scheduled for Tuesday, July 16, 2002 from 10 a.m. to 3 p.m. at the Arlington Agricultural Research Station Headquarters Building.).

VII. Lab Cert. Program Summer Intern

- A. Mr. Webb reported that the Program conducted interviews for the summer intern position and has offered the position to a very impressive candidate. The intern will start in approximately three weeks and will work for approximately three months. It has been a little difficult to match the scope of a project to the amount of time available and the intern’s skills. The proposed project is primarily to develop training materials such as Power Point presentations, video or CDs that others can use. The secondary goal is to present the training program to labs. The training programs will cover at a minimum total residual chlorine and probably coliform testing.

VII. Council Member Items

- A. Mr. Junio raised a question regarding the Program’s efforts to monitor the progress of NELAC, in particular, staff involvement as chair of the NELAC On-Site Assessment Committee. Council members acknowledged the importance of keeping abreast of developments at the national level, but wanted to know how much time was involved, and what the returns were. Mr. Webb noted that as long as core duties and goals are met, staff will be allowed to be involved in other lab cert. related activities. He also noted that it makes good sense to track and remain involved, at some level, in the national certification forum. NELAC happens to be the national forum. State statutes also requires the program to be consistent with national certification trends.

IX. Future Meeting Dates

- A. The next Council meeting was tentatively scheduled for Thursday, August 15, 2002. The location will be announced when finalized (possibly the Green Bay Metropolitan Sewerage District Office Conference Room). Depending upon the agenda, a conference call may be scheduled instead of a face-to-face meeting. Forward suggestions for agenda items to Paul Junio (920/261-1660 or pjunio@testamericainc.com) or Phillip Spranger (608/267-7633 or spranp@dnr.state.wi.us) for the consideration of the Council officers.
- B. A motion to adjourn was made by Randy Herwig, seconded by David Kollakowsky and carried unanimously.